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(Letterhead of Project Partner/Proponent)

**PROGRESS REPORT**

1. **IDENTIFYING INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference No. |  | Date Submitted |  |
| Name of Proponent |  |
| Project Title |  |
| No. & Type of Beneficiaries |  | Project Duration |  |
| Project Proponent’s Address |  |
| Contact Person & Designation |  |
| Contact Nos. (mobile & direct line) |  | E-mail Address |  |
| Approved Project Grant |  | Released Project Grant |  |
| Committed Counterpart |  | Actual Counterpart |  |

1. **EXECUTIVE SUMMARY**

Present an overall assessment of the project in relation to the accomplishment of objectives including the primary benefits that target beneficiaries gained from the project, fund utilization and compliance with the terms and conditions attached to the project.

1. **ACCOMPLISHMENTS OF PROJECT OBJECTIVES**

Present a detailed assessment of the actual accomplishment of project outputs, objectives and/or deliverables that includes how much of the outputs/objectives was achieved and reasons for such level of achievement and what needs to be done to improve project performance.

1. **STATUS OF PROJECT FINANCES**

Present a detailed assessment of the status of project finances indicating if the funds were used for the purpose and according to approved budget item and if counterpart was raised. If not, the reasons should be cited.

1. **PROBLEMS ENCOUNTERED AND ACTION TAKEN**

Present a summary listing of problems encountered in project implementation and the action taken/to be taken.

Prepared by: Noted:

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Signature over printed name Pondo ng Pinoy Diocesan Coordinator

or Local Ordinary

Position/designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Submit electronic copy of pictures of the Project in JPEG format (high resolution) as additional attachment to the Report.*